

Section 3. Responsibility for Executive Functions

A. General Delegations to all Portfolio Holders

In addition to acting collectively in the Cabinet, each Cabinet Member will have the general role of providing leadership and guidance in respect of all executive functions within the portfolio area for which he or she is accountable and the promoting and improving of the Council's profile and public perception.

In accordance with the Secretary of State's guidance, Cabinet Members should amongst other things:

- (i) ensure that they have sufficient time to focus on broad strategic issues (para 4.21 of the Guidance); and
- (ii) seek advice from relevant officers before taking a decision within his or her own delegated authority; where appropriate this should include taking legal advice, financial advice and professional officer advice (particularly about contractual matters) as well as consulting the Monitoring Officer where there is a doubt about legal powers (para 4.44 of the Guidance).

Any matter within a Cabinet Member's delegated powers may be referred by him or her to Cabinet for decision.

To regularly review the effectiveness of policies and the performance of services for which the portfolio holder is responsible and make recommendations for continuous improvement to the Cabinet.

To monitor and review capital and revenue budgets in area of responsibility to ensure expenditure and income is consistent with the Council's agreed budget.

To liaise and work with other portfolio holders on cross cutting areas of responsibility and make recommendations to Cabinet as appropriate. [Note: Any matter relating to more than one portfolio area must be referred by the portfolio holders to Cabinet for decision.]

To annually review fees and charges where these are relevant to the responsibility areas and recommend changes in line with the Council's agreed budget strategy.

To make or agree recommendations to Cabinet in relation to new policy areas.

To consider and agree service plans for services for which responsible and regularly review these with appropriate officers to ensure agreed actions are taken.

To be accountable to the Cabinet for the implementation of agreed priorities and final recommendations from the Corporate Plan, Service Plans and reviews and to consider and act on reports received from officers monitoring progress. To authorise the making of applications for planning permission for proposed development relating to the Member's portfolio area.

To agree bids for additional funding, expenditure, variations to expenditure and the letting of contracts for works, goods and services, in accordance with the Council's Contract Standing Orders, in support of individual projects within the

Cabinet Member's portfolio area, provided such expenditure is within the overall project budget.

In any case where a matter is urgent and a decision cannot reasonably await the next meeting of the Cabinet and the relevant portfolio holder does not have a general or specific delegated power, the relevant portfolio holder may nevertheless make a decision on behalf of the Cabinet subject (except in the case of the Leader) to prior consultation with the Leader and subject to the decision being reported to Cabinet as soon as practicable. [Note: in the case of a key decision the Access to Information Procedure Rules must still be complied with.]

B. Portfolio – Leader of the Council

As Cabinet Leader

Scope of Portfolio:

To lead and co-ordinate the Cabinet on all major

- Policy developments
- Projects
- Resourcing issues and
- Community development initiatives

Specific Delegated Powers:

To deal with matters relating to official, courtesy, foreign or general hospitality and related activities of Members within an approved budget.

To approve and lead arrangements for external partnerships

To act as the Council's lead Member on the development of the Thanet Local Strategic Partnership.

To approve the appointment of Council Members to sit on external Partnership Boards related to regeneration and to monitor their performance in accordance with approved guidance.

To take any necessary executive decisions in respect of the Offshore Windfarm Development, Pleasurama, Margate Renewal Board and the Development of Port of Ramsgate Governance.

To nominate a Cabinet Member to act on his or her behalf on a specific project.

To appoint Members to fill vacancies on the approved list of outside bodies and consider and approve additional appointments to the list.

To exercise any specific delegated power of any Cabinet Member.

As Portfolio Holder for Finance and Corporate Services

Scope of Portfolio:

To lead policy development and advise the Cabinet on:

1. Finance including revenue and capital for general fund and HRA budgets preparation and monitoring
2. Human resources and organisational development
3. Health and safety
4. Corporate governance and risk management
5. Service planning and best value performance planning
6. Performance management in conjunction with service portfolio holders
7. Ramsgate Marina

Specific Delegated Powers:

To approve the write off of debts over £10,000.

B. Deputy Leader of the Council

To act on behalf of the Leader when he or she is absent or unable to act. To work under the Leader's direction on Cabinet Co-ordination and ensure resolution of any inter portfolio issues.

C. Portfolio – Regeneration and Economic Development

Scope of Portfolio:

To lead policy development and advise the Cabinet on:

1. Strategic planning policy
2. Regeneration and economic development
3. Asset management
4. Port of Ramsgate
5. Margate Renewal Partnership

Specific Delegated Powers:

To receive and to agree a quarterly financial overview on the use of external and Council funding in respect of regeneration projects championed by the Council, and by partners, provided such financial statements shall indicate expenditure in line with available secured funding.

To keep under review the Council's land and property requirements through chairing the Asset Management Strategy Group.

To approve detailed terms for the acquisition, disposal or management of

property and interests therein within the context of the Council's Asset Management Strategy and the current Asset Management Plan.

To agree such actions as necessary to take full advantage of Assisted Area Status.

To foster and develop relationships with inward investors, representatives of the business community and organised labour.

To approve initiatives for the promotion of all forms of business and commercial investment in the district.

To form, maintain and review annually a business strategy for Ramsgate Harbour and any other harbours which at any time come within the Council's control, with a view to ensuring the efficient and effective operation and marketing of the harbours.

To represent the Council in sub-regional and regional areas in respect of the development of planning policy.

D. Portfolio – Community Services

Scope of Portfolio:

To lead policy development and advise the Cabinet on:

1. Landlord services
2. Homelessness and housing needs
3. Private sector housing
4. Housing strategy
5. Environmental health
6. Neighbourhood renewal
7. Community safety and CCTV
8. Community development
9. Licensing & Land Charges
10. The Corporate Plan Themes SAFER NEIGHBOURHOODS, DECENT QUALITY HOUSING and HEALTHY COMMUNITIES

Specific Delegated Powers:

To approve financial contributions to the development of new affordable housing from Section 106 reserves

To approve proposals for new social housing developments delivered through the planning system.

To make decisions regarding in all aspects concerning the administration of the Right to Buy including agreeing to waivers of repayment of discount in Right to Buy cases where the property is re-sold within 3 years of purchase.

To approve the purchase or sale of additional shares or equity in shared ownership properties.

To approve the declaration surplus to requirements of property held within the Housing Revenue Account.

To approve proposals on the arrangements for the management and supervision of all Council owned housing stocks, including repairs, maintenance, improvements, transfers and arrangements for tenant involvement, following appropriate consultation with residents as required by the Housing Acts.

To approve the making of demolition and probation orders.

To approve the making of CPOs and other measures to deal with empty properties in private ownership.

To determine appeals in respect of applications for re-housing, the allocation of housing or matters arising from the enforcement of the Council's conditions of tenancy including the termination of probationary tenancies.

E. Portfolio –Environmental Services

Scope of Portfolio:

To lead policy development and advise the Cabinet on

1. Environmental management and cleaning
2. Waste collection and recycling
3. Cemeteries and crematoria, parks and open spaces and public toilets
4. Leisure and recreation including theatres
5. Management of the partnership with Thanet Leisureforce Limited
6. Children's' play areas and spaces
7. Foreshore and coastal management
8. Tourism
9. Cultural development
10. Parking and residual highway matters
11. The Corporate Plan theme *KEEPING THANET BEAUTIFUL*

Specific Delegated Powers:

To approve following public consultation, all parking orders, taxi rank locations, street management schemes and resident parking schemes.

To confirm any action in respect of temporary road closures authorised by the Town Police Clauses Act 1847.

To consider recommendations from Scrutiny and the Joint Transportation Board on traffic management and transportation matters and make decisions thereon.

Approving bids for programme funding and the provision of support to partner organisations in their bids for funding within the scope of the portfolio.

Approving partnership arrangements for the delivery of services within the scope of the portfolio through the development of Service Level Agreements and making such corrections to relationships as are necessary to ensure that the Council maximises opportunities.

F. Portfolio – Customer Services, Business Transformation and Regulatory Services

Scope of Portfolio

To lead policy development and advise the Cabinet on:

1. Service improvement and transformation
2. Information and communications technology
3. E-government
4. Information, records and data management and strategy
5. Housing and Council tax benefits
6. Building Control
7. Estate management
8. Development control
9. Planning Enforcement
10. Conservation of historic built environment
11. The Corporate Plan theme *MODERN COUNCIL*

Specific Delegated Powers

To approve bids for programme level funding and the provision of support to partner organisations in their bids for funding.

To authorise detailed terms for the acquisition, sale, letting and granting of licences and leases in connection with Council land and property.

To authorise the granting of easements, release of covenants, surrenders of leases, assignments or amendments of any terms of approved leases.

To approve strategies and proposals to take full advantage of Assisted Area Status.

To receive, liaise and foster relationships with inward investors, representatives of the business community and organised labour.

To approve strategies and initiatives in which the Council can promote and encourage all forms of business and commercial investment in the District.

On the recommendation of the Director and the Director of Finance and Corporate Services to authorise leisure boating rates and discounts to the published tariffs

To be responsible for the valuation, maintenance, repair and operation of all Council property in accordance with the Asset Management Strategy

To authorise the granting of easements, release of covenants, surrenders of leases, assignments or amendments of any terms of approved leases

In the absence or unavailability of the Deputy Leader represent the Council in sub-regional or regional areas in respect of planning policy.

To decide on matters brought forward by officers for decision in relation to the following matters:

- Information and Records Management
- ICT
- To oversee improvements to and integration of customer response including customer service standards and learning from complaints.